



**City of Cincinnati  
Purchasing Division**

**PROPOSAL SUBMISSION CHECKLIST**

Please be sure the following items are completed and included in your proposal response:

***(Read the Request For Proposals document in its entirety; i.e. read all specifications, drawings, general terms and conditions, etc. Respond to all applicable inquiries.)***



**here**

Form no.	Form Name/Description	COMPLETED
	One (1) Original Edition of the Signed Bid, Five (5) Copies, And One (1) Electronic Copy	
	Complete Proposal and Content as noted in Section II Proposals: Content And Form of Proposals with all required documents and forms.	
ATTACHMENT 1	Offeror Corporate and Contact Information (ATTACHMENT 1)	
ATTACHMENT 2	Affidavit of Accuracy & Signature Page (ATTACHMENT 2)	
ATTACHMENT 5	Questionnaire (ATTACHMENT 5)	
ATTACHMENT 6	Pricing information (Hard Copy Submission & Electronic Copy Required)	

The City of Cincinnati is committed to maximizing subcontracting opportunities for all qualified and available Small Business Enterprises (SBEs).

Pursuant to the Non-Discrimination Program requirements, the following forms are included in the Request For Proposal document. If the bidder chooses to subcontract, the forms must be completed and/or signed and included as part of the bid submission.



**here**

Form no.	Form Name/Description	COMPLETED
2003 / ATTACHMENT 3	Subcontractor Utilization Plan (one for each trade bid (ATTACHMENT 3))	

The following forms are included in the bid invitation for information purposes only and do not have to be completed as part of the bid submission.

Form DEI 147 / ATTACHMENT 4 – EEO information – complete/sign (ATTACHMENT 4).

If you have any questions or need assistance in meeting the SBE requirements, please feel free to contact the Department of Economic Inclusion at (513) 352-3144.